

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE E-FB 21-103
---	--

DFW DIVISION/BRANCH/REGION/OFFICE WFD / Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0765-014
UNIT NAME AND LOCATION Heritage and Wild Trout Program, Yolo County	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0765-014
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Senior Environmental Scientist (Supervisory), incumbent serves as the Heritage and Wild Trout Program (HWTP) native and threatened trout coordinator for Fisheries Branch and is engaged as a high-level expert representing the Department in a broad range of intra-agency working groups dedicated to the management of native and threatened trout. The incumbent is also responsible for determining and implementing a broad range of habitat restoration, management, research, and outreach activities while coordinating with HWTP staff within regions. This position serves as a technical expert and lead scientist in developing and managing projects to recover native wild trout species; independently identifies problems, develops courses of action, keeps the supervisor and program manager apprised of developing issues, and assists with leading other HWTP staff within Fisheries Branch. Duties include the following essential functions:	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Coordinate and provide statewide direction for the Heritage and Wild Trout's Inland Native Trout Conservation Program. Lead the development of native trout management and conservation strategy documents – including the revision of the Department's Lahontan Cutthroat Trout Management Plan. Serve as the HWTP's representative and contact for interagency and multi-state, and non-governmental partnerships for trout conservation and management including, but not limited to working groups for Coastal Cutthroat Trout, Lahontan Cutthroat Trout, and Interior Redband Trout, and provide technical information and respond to public and media inquiries dealing with native, threatened, wild, and stocked trout resources. Preemptively coordinate statewide emergency actions, such as monitoring, translocations, and rescues, to address priority trout populations that may be affected by prolonged drought and wildfires. Assist HWTP staff with establishing field season survey priorities, annual Heritage and Wild Trout Designations, and preparation of Fish and Game Commission documents. Assist HWTP staff in the preparation and finalization of annual administrative reports, technical manuscripts, and outreach materials.
30%	Assist Fisheries Branch and Regional staff with the prioritization and implementation of resource assessment, fishery monitoring, habitat protection and restoration, and angling regulation functions pertaining to conservation and restoration of native, threatened, and special concern trout species.

DUTY STATEMENT

DFW 242A (REV. 03/18/14) Page 2

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
15%	<p>Review, recommend, and participate in native trout restoration projects and undesirable fish species control, removal or relocation projects using appropriate techniques including fish toxicants, electrofishing, nets, or other active or passive fish capture methods. Seek, prepare, apply, and implement grant opportunities and contracts for native and threatened trout management activities, restoration, research, and genetic analysis.</p> <p>Coordinate statewide HWTP staff to implement objectives within the Strategic Plan for Trout Management (2022) pertaining to native, wild, and stocked trout. Implement HWTP surveys to enhance the ability of the Department to implement the Strategic Plan for Trout Management and to provide sufficient data to make management level recommendations.</p>
10%	<p>Act as a Department expert in the field of trout research and management; disseminate information and study results to Fisheries Branch and Regional personnel on project activities and findings through attendance and participation in meetings, workshops, and conferences, and review and provide comments on Department trout management and conservation documents to ensure Department activities follow Fish and Game Commission policy.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Complete various administrative tasks, including but not limited to: processing timesheets and travel expense claims; developing work plans and schedules; procurement and organization of office or field supplies; creating purchase requests and associated documents, and attending Department-sponsored training as needed or required.</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology, resource management, hydrology, and geology; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.</p> <p>Broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of</p>

DUTY STATEMENT

DFW 242A (REV. 03/18/14) Page 3

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
	<p>California and federal environmental protection and resource management programs; assess the impact of proposed State and federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of state government; review and understand technical research reports on emerging public health and environmental issues.</p> <p>Develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.</p> <p><u>DESIRABLE QUALIFICATIONS</u></p> <p>Skills: Must possess the ability to lead the design and implementation of fisheries-based field surveys and monitoring. Good analytical, interpersonal, public presentation, communication, and writing skills; adept use of interest-based negotiation; and routine use of computer programs including text processing, spreadsheets, databases, and on-line sourcing of information are expected.</p> <p>Special Personal Characteristics: A high degree of personal initiative, dependability, professionalism and integrity is expected. The incumbent is open to feedback on performance; able to adapt to changing challenges; and demonstrates empathy and understanding of stakeholders' interests.</p> <p>Interpersonal Skills: Able to work independently and in a team setting; communicate politely, tactfully, and firmly as necessary; demonstrate excellent listening skills and effective negotiation skills; and work effectively in a diverse work environment.</p> <p><u>WORKING CONDITIONS</u></p> <p>This position reports to CDFW's West Sacramento Field Station. The position requires the use of a computer for several hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and participation in conference calls. This position will require travel throughout the state to perform strenuous, physically demanding, and remote back country field-based activities for extended periods of time. Field surveys will require working in swift water including swimming, wading, boating, the ability to lift 40+ pounds, and use of a 4-wheel drive vehicle. Cold water conditions may require the use of wetsuits. A valid California's driver's license is required to drive to meetings and field sites. The position may require the incumbent to wear a uniform identifying the employee as CDFW staff.</p>

DUTY STATEMENT

DFW 242A (REV. 03/18/14) Page 4

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Farhat Bajjaliya	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE